


## Imaging by Case

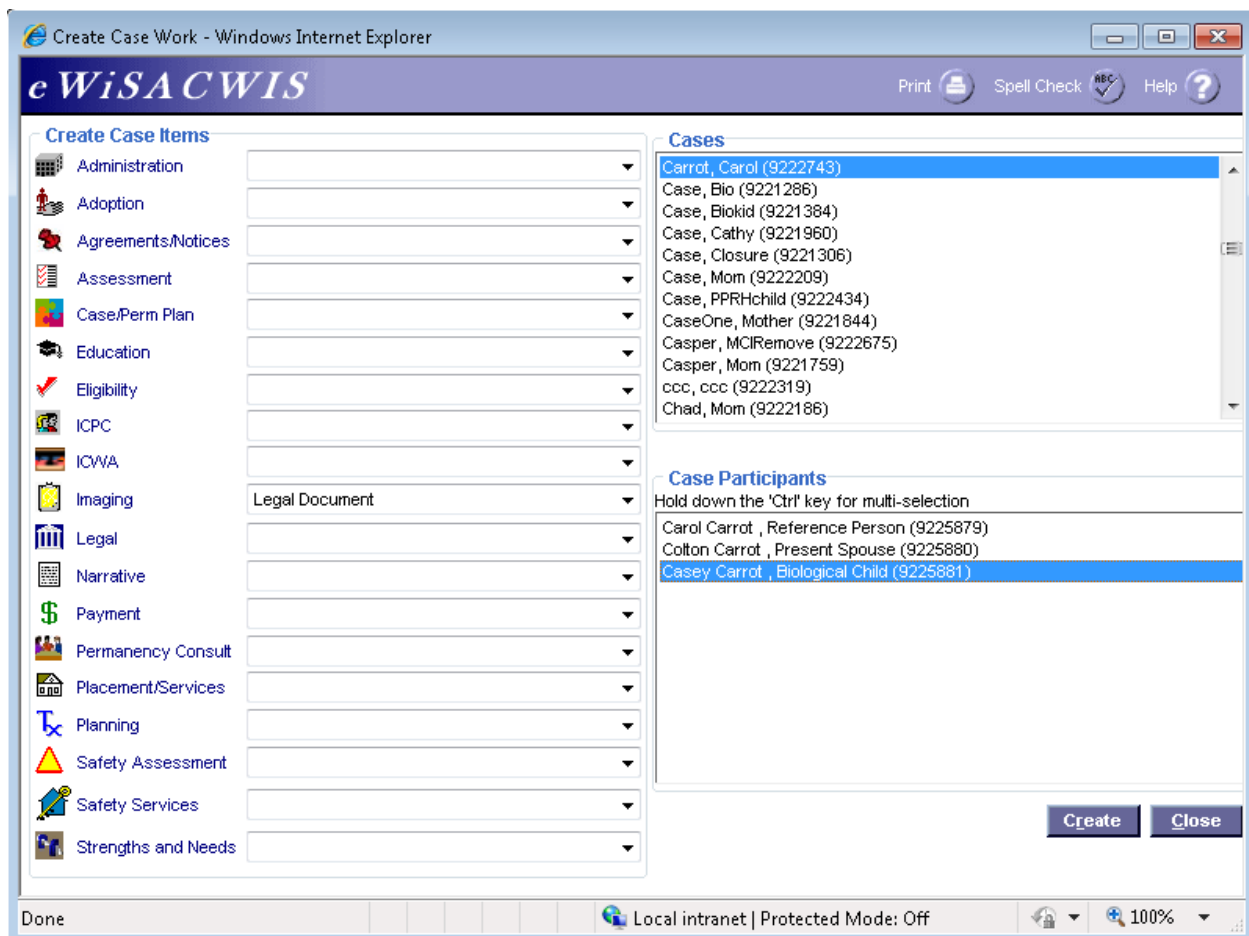
**Note:** In order to add an image to a case, an assignment to the case is not needed. However, additional security is needed for the Imaging Search page.

### If you have an assignment to the case:

1. From the desktop, go up to Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select the appropriate category from the Imaging drop-down for the type of imaging document you would like to upload. Please see the imaging memo for further details:

[http://dcf.wisconsin.gov/memos/num\\_memos/DSP/2010/2010-10.pdf](http://dcf.wisconsin.gov/memos/num_memos/DSP/2010/2010-10.pdf)

3. Select the Case and the Case Participant that the image is for. If the image is for multiple participants, select your participants by holding the control (ctrl) button while clicking on the participant's name.
4. Click on the Create button. This will open the Imaging page.



The screenshot shows the 'Create Case Work' web application in a Windows Internet Explorer browser window. The page has a purple header with the 'eWiSACWIS' logo and navigation links like 'Print', 'Spell Check', and 'Help'. On the left, a 'Create Case Items' sidebar lists various categories such as Administration, Adoption, Agreements/Notices, Assessment, Case/Perm Plan, Education, Eligibility, ICPC, ICWA, Imaging, Legal, Narrative, Payment, Permanency Consult, Placement/Services, Planning, Safety Assessment, Safety Services, and Strengths and Needs. The 'Imaging' category is selected, showing a dropdown menu with 'Legal Document' chosen. The main content area is divided into two sections: 'Cases' and 'Case Participants'. The 'Cases' section lists several cases, with 'Carrot, Carol (9222743)' selected. The 'Case Participants' section lists participants, with 'Casey Carrot, Biological Child (9225881)' selected. At the bottom right of the main content area are 'Create' and 'Close' buttons. The browser's status bar at the bottom indicates 'Done', 'Local intranet | Protected Mode: Off', and a zoom level of '100%'.

5. On the Imaging page, enter the Date of Document and an Effective To date, if applicable.

Imaging - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Case Details**  
Case: Carrot, Carol (9222743) Worker: Frank Fox

**Image Details**  
Date of Document: 10/12/2011 Effective To: 00/00/0000  
Category: Legal Document  
Type: Temporary Physical Custody Order  
File Name: Browse...  
Comments:  
Last Updated By: Delete

Participants:  
Carrot, Carol (Reference Person)  
Carrot, Casey (Bio Child)  
Carrot, Colton (Present Spouse)

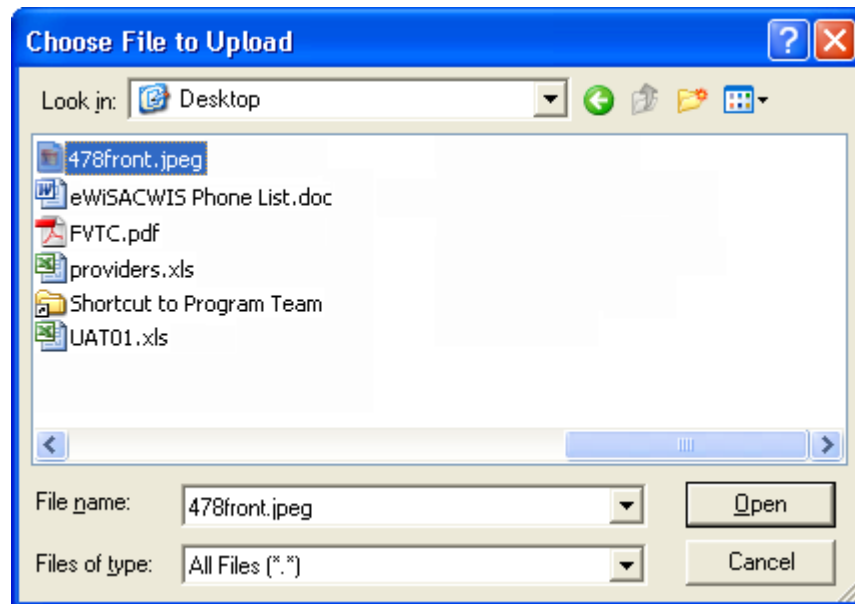
Eligibility Verification

Create Save Close

Done Local intranet | Protected Mode: Off 100%

6. Select the type of document from the Type drop-down. Each category has a different list of types. If your document is not listed, select the 'Other' option. For example, 'Other-Court Order' or 'Other-Participant Document.'
7. If you have not already done so, select the participant you would like the document attached to. Again, you can multi-select participants by holding the control (ctrl) button while clicking on the name, if applicable.
8. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.

9. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

10. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.

Imaging - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Case Details**  
Case: Carrot, Carol (9222743) Worker: Frank Fox

**Image Details**  
Date of Document: 10/12/2011 Effective To: 00/00/0000  
Category: Legal Document  
Type: Temporary Physical Custody Order  
File Name: TPC\_Carrot.pdf [View](#)  
Comments:  
Last Updated By: [Delete](#)

Participants:  
Carrot, Carol (Reference Person)  
**Carrot, Casey (Bio Child)**  
Carrot, Colton (Present Spouse)

[Eligibility Verification](#)

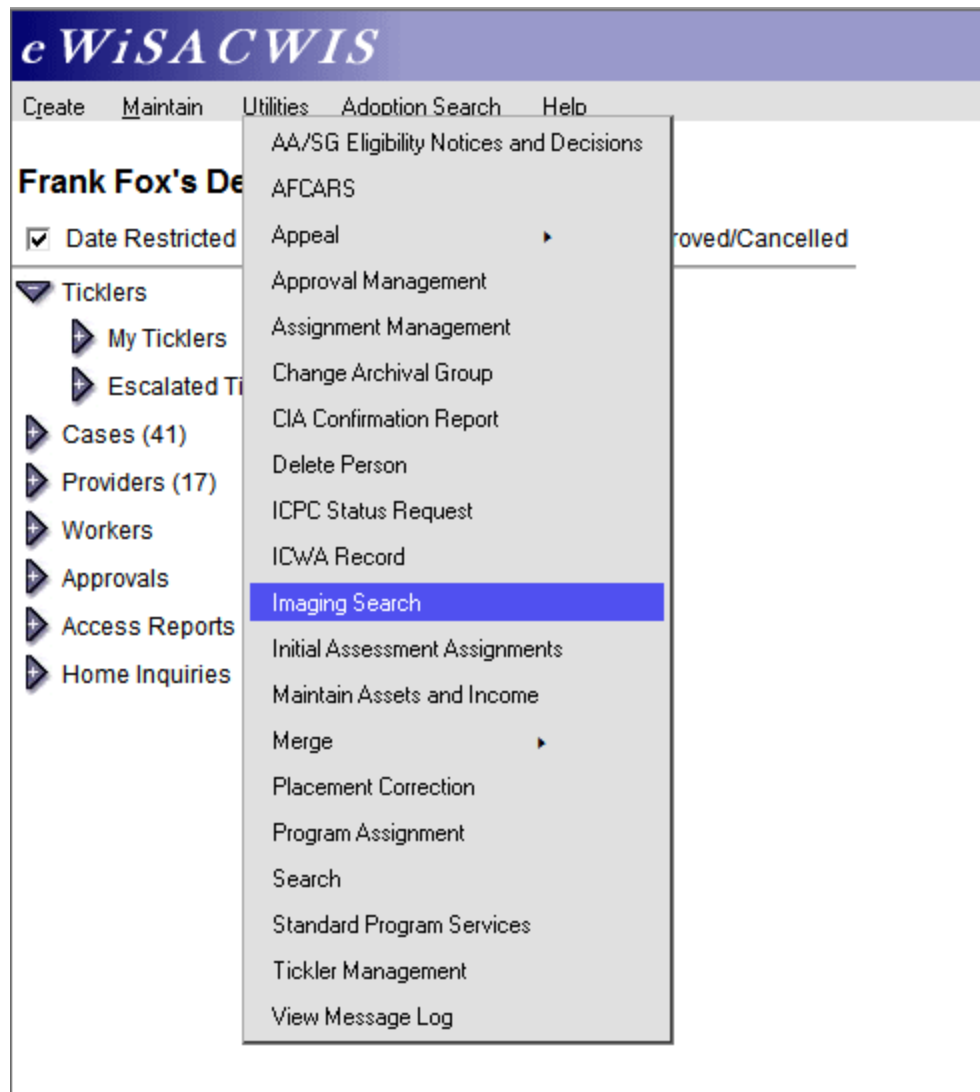
[Create](#) [Save](#) [Close](#)

Done Local intranet | Protected Mode: Off 100%

11. Enter any comments in the Comments field.
12. When all required fields have been completed, click Save.
13. At this point, you can delete the document if you added it in error to the wrong case by clicking the Delete button. If you added it to the wrong participant in this case, you can update the Participants box to select the correct participant(s).
14. You can also create new images for this case by selecting the Create button and following steps 5-11.

## If you do not have an assignment to the case:

1. From the desktop, click Utilities > Imaging Search. This will open the Imaging Search page.



2. On the Imaging Search page, select Case in the Search by drop-down. This will open the Case Search page.

**Note:** Please see the Person Imaging and Provider Imaging Quick Reference Guides to search by Person or Provider.

Imaging Search - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Search by:  Name: Start Date: 09/28/2010 End Date: 09/28/2011

Category:  Type:

Case  
Person  
Provider

Hold down the 'Ctrl' key for multi-selection

**Search**

**Results**

Done Local intranet | Protected Mode: Off 100%

3. On the Case Search page, enter the case name or case ID to conduct your search and click Search. In the Cases Returned group box, select the radio button next to the correct case and click the Continue button.

Case Search -- Webpage Dialog

**eWiSACWIS** Print Spell Check ABC Help ?

**Search Criteria**

Last Name:  First Name:  Case ID:


Site:  ZIP Code:  ☐ Search Archives

Search Precision:  Sort By:

Low Med High

Record 1 to 1 of 1

**Cases Returned**

☒  Carrot, Carol ( 9222743 )

CPS Family - Initial Assessment Status: Open 07/18/2011 Cake, Caitlin M. Intake Supervisor Milwaukee-Region 2

4. This will bring you back to the Imaging Search page. The page will now display all documents for the case for all case participants from the past year. To add a document, select the Category and Type of document. You may also choose a participant(s). Click Create.

Imaging Search - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Search by: **Case** Name: Carrot, Carol (9222743) [Case Search](#) Start Date: 09/28/2010 End Date: 09/28/2011

Category: Type: Participants:

Adoption  
Assets and Income  
Education  
ICWA  
Independent Living  
**Legal Document**

Sustaining Care Order  
**Temporary Physical Custody Order**  
Temporary Physical Custody Request  
Termination of Parental Rights  
Termination of Parental Rights Petition  
Transcript

Carrot, Carol (Reference Person)  
**Carrot, Casey (Bio Child)**  
Carrot, Colton (Present Spouse)

Hold down the 'Ctrl' key for multi-selection **Search**

**Results**

Category	Type	Participant	Date	File Name	
Legal Document	Temporary Physical Custody Order	Carrot, Casey	09/28/2011	<a href="#">TPC_Carrot.pdf</a>	<a href="#">Edit</a>

Record 1 to 1 of 1 **Create** **Close**

Done Local intranet | Protected Mode: Off 100%



5. On the Imaging page, enter the Date of Document and an Effective To date, if applicable.

Imaging -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Case Details**

Case: Carrot, Carol (9222743) Worker: Frank Fox

**Image Details**

Date of Document: 09/28/2011 Effective To: 12/24/2011

Category: Legal Document

Type: Temporary Physical Custody Order

File Name: TPC\_Carrot.pdf [View](#) Browse...

Comments:

Participants:

- Carrot, Carol (Reference Person)
- Carrot, Casey (Bio Child)
- Carrot, Colton (Present Spouse)

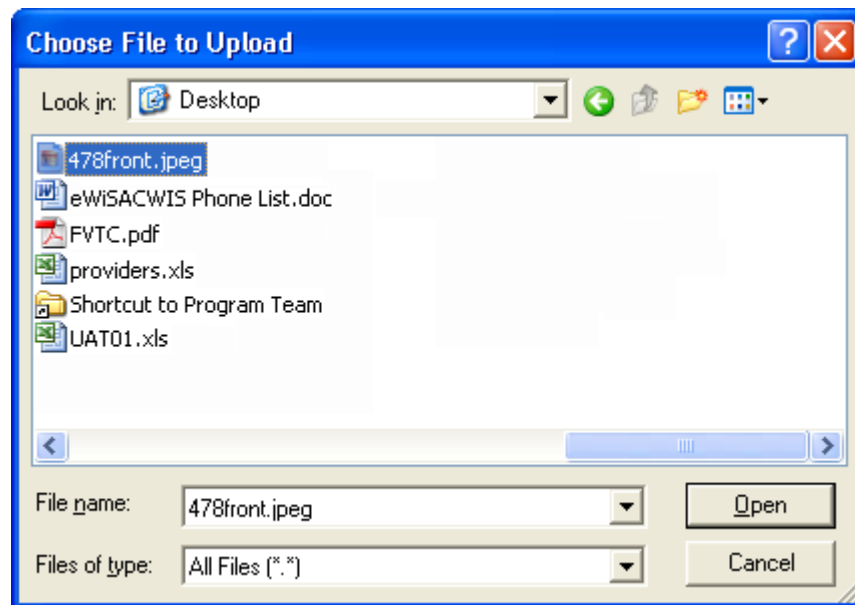
Last Updated By: Frank Fox Delete

[Eligibility Verification](#)

Create Save Close

6. If you have not already done so, select the participant you would like the document attached to. You can multi-select participants by holding the control (ctrl) button while clicking on the name, if applicable.
7. To attach a previously scanned document, select the Browse button. This will open the Choose File to Upload pop-up.

8. Select the scanned file from the appropriate location/folder. Once the file is selected, click the Open button.



**Note:** Files must contain the following extensions in order to be attached: bmp, jpg, jpeg, rtf, doc, docx, xls, xlsx, tiff, tif, and pdf and cannot exceed 10 MB.

9. Prior to saving the Imaging page, you can view the document by selecting the View hyperlink next to the File Name.

**Imaging -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Case Details**  
Case: Carrot, Carol (9222743) Worker: Frank Fox

**Image Details**  
Date of Document: 09/28/2011 Effective To: 12/24/2011  
Category: Legal Document  
Type: Temporary Physical Custody Order  
File Name: TPC\_Carrot.pdf [View](#)  
Comments:  
Last Updated By: Frank Fox

**Participants:**  
Carrot, Carol (Reference Person)  
Carrot, Casey (Bio Child)  
Carrot, Colton (Present Spouse)

[Eligibility Verification](#)

Create Save Close Delete

10. Enter any comments in the Comments field.
11. When all required fields have been completed, click Save.
12. At this point, you can delete the document if you created it in error (added it to the wrong case) by clicking the Delete button. If you added the document for the wrong participant in this case, you can update the Imaging page by correctly selecting the appropriate participant(s).
13. You can also create new images for this case by selecting the Create button and following steps 5-11.
14. Click Close. This will return you to the Imaging Search page.

15. The Imaging Search page will display all documents for the category and type you selected, based on the Start Date and End Date (the default is the past year). To view the image for a particular result, click on the blue hyperlink in the File Name column to access the scanned document directly, or click the Edit hyperlink to access the associated Imaging page.

**Imaging Search - Windows Internet Explorer**

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Search by: **Case** Name: Carrot, Carol (9222743) [Case Search](#) Start Date: 09/28/2010 End Date: 09/28/2011

Category: Legal Document Medical/Mental Health Participant Document Placement/Services Planning Subsidized Guardianship

Type:

Participants: Carrot, Carol (Reference Person) Carrot, Casey (Bio Child) Carrot, Colton (Present Spouse)

Hold down the 'Ctrl' key for multi-selection **Search**

**Results**

Category	Type	Participant	Date	File Name	
Legal Document	CHIPS Petition	Carrot, Casey	09/21/2011	<a href="#">bp1.bmp</a>	<a href="#">Edit</a>
Legal Document	Temporary Physical Custody Order	Carrot, Casey	09/28/2011	<a href="#">TPC_Carrot.pdf</a>	<a href="#">Edit</a>

Record 1 to 2 of 2 **Create Close**

Done Local intranet | Protected Mode: Off 100%

16. You can also view the documents you just added via the desktop or the Search page. Expand the icon in which the document is attached to. You will see the Images icon with the number of images for that category of document listed. Expand the Images icon to retrieve the document you are looking for.

**eWiSACWIS**Case Work

Create Maintain Utilities Adoption Search Help

**Frank Fox's Desktop**

☒ Date Restricted ☐ Participant View ☐ View Not Approved/Cancelled

▼ Ticklers

▶ My Ticklers

▶ Escalated Ticklers

▼ Cases (41)

Abby, Angel A. ( 9221886 ) Actions

Voluntary Kinship Care 05/17/2006 Cake, Caitlin M. Milwaukee-Region 1 3133 Stratton Way , Apt.#302. , M.

Abby, Angel A. ( 9221757 ) Restricted Case Actions

CPS Family - Initial Assessment 02/09/2006 Fox, Frank Milwaukee-Region 1 3133 Stratton Way , Apt.#302.

Carrot, Carol ( 9222743 ) Actions

CPS Family - Initial Assessment 07/18/2011 Cake, Caitlin M. Milwaukee-Region 2

Access Reports

Assessment

Assets and Income

Assignment

Legal

Images (2)

Legal Document - CHIPS Petition (Details)

09/21/2011 Carrot, Casey

Legal Document - Temporary Physical Custody Order (Details)

09/28/2011 12/24/2011 Carrot, Casey